

FINANCIAL AID PROCESS  
HIGHER EDUCATION

The Northern Cheyenne Tribal Education Department and College/University Programs each have their own Financial Aid Process. Please use the following guide to help you complete all your documents to assure your funding will be ready when you register for college. **KEEP THIS PAGE FOR YOUR RECORDS AND INFORMATION.**

**STUDENTS DO NOT DEPEND ON SOMEONE ELSE TO COMPLETE YOUR PAPERWORK**

**KEEP COPIES OF ALL YOUR DOCUMENTS**

TELEPHONE NUMBERS: 1-800-353-8183 406-477-6567 406-477-6643 406-477-6770 406-477-6602 FAX: 406-477-8150

Address: Northern Cheyenne Tribal Education Department, P.O. Box 307, Lame Decr, Mt. 59043

Web Site: [www.cheyennation.com](http://www.cheyennation.com)

**NORTHER CHEYENNE TRIBAL EDUCATION**  
**DOCUMENT REQUIREMENTS**

- | | \*Completed and submitted Tribal Education application by: **December 1-Fall October 1- Spring Sem/Winter Quarter- April 1 Summer**
- | | \*6<sup>th</sup> semester high school transcript (graduating senior) **(Due December 1)**
- | | \*Final Official High School/College transcripts/Copy GED Scores. ACT Scores **(Due June 30)**
- | | \*One page written educational Goals
- | | \*Copies of awards and achievements
- | | \*Three letters of recommendations addressed to the Tribal Education Department (new students) no relatives accepted. Former students 1 letter required.
- | | \*Certificate of Degree of Indian Blood (no cards)
- | | \*Copy of application for admission to college(s)
- | | Official Acceptance letter from college
- | | Proof of filing for financial aid FAFSA by 12/1 Oct.1. Can apply for the FAFSA.
- | | \*SAR/ISAR/ESAR(SAR due before March 31)
  - Tax Transcript if verified. Print all pages.
- | | Needs Analysis Due By March 31 for Fall Semester December 1 for Winter/Spring Semester May 1 Summer-
- | | Recommend new and transfer students attend orientation sessions at the college/university
- | | Student and parent apply for your User ID and Password to access your Financial Aid Information. Remember User Id and Password. Do Not Lose.

**DEADLINE DATES: BEFORE**  
**DECEMBER 1<sup>ST</sup> – FALL QUARTER/SEMESTER**

**OCTOBER 1<sup>ST</sup> – WINTER QUARTER/SPRING**  
**SEMESTER - APRIL 1<sup>ST</sup>-SUMMER SCHOOL**  
(Seniors needing credits to graduate from college if funding is available- others might be considered).

**UNIVERSITY/COLLEGE**  
**REQUIREMENTS**

- | | Decide on college/university by October 1<sup>st</sup>.
- | | Applied for admissions or re-admission. (send admission fee) Print copy for the Tribal Education Department
- | | Applied for Financial Aid at the college.
- | | Returned all required completed forms to the financial aid office before December 1.
- | | Student applied for housing and sent in deposit **(Deposit is the responsibility of the student)**
- | | Send final official transcripts for high school/GED scores / College to the admissions office by **June 30<sup>th</sup>**,
- | | Assure the financial aid office at the college/university has received all required documents. Sign 3rd party release form for Financial Aid.
- | | Applied or re-applied for the Indian Fee Waiver.
- | | Transfer student must do a transcript evaluation
- | | Compass test
- | | Take ACT or SAT Test
- | | Sent immunization records to the college/university.

| | Check your College e-mail frequently  
**FAXED COPIES OF APPLICATION WILL NOT BE**  
**ACCEPTED. ORIGINAL SIGNATURES NEEDED**

**FEDERAL EXPRESS MUST BE POST MARKED**  
**BEFORE THE DEADLINES. Documents must be at the**  
**Tribal Education by the deadline dates.**

**REMEMBER TO PRINT YOUR ON-LINE**  
**DOCUMENTS.**

**ON-LINE APPLICATION DOCUMENTS MUST BE**  
**MAILED TO THE TRIBAL EDUCATION OFFICE**

We recommend all supporting documentation be sent together with the application to avoid loss.

**HIGHER EDUCATION APPLICATION**  
**NORTHERN CHEYENNE TRIBAL EDUCATION DEPARTMENT**  
**P.O. BOX 307**  
**LAME DEER, MONTANA 59043**  
**www.cheyennation.com**

(406) 477-6567    (406) 477-6602    (406) 477-6643    (406) 477-6770    Fax (406) 477-8150    1-(800) 353-8183

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_

Permanent Address \_\_\_\_\_ Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Enrollment Number/Degree \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_ Sex: Male ( ) Female ( )

Marital Status: S ( ) M ( ) W ( ) D ( ) Separated ( ) Type of High School: BIA ( ) Tribal Contract ( ) Private ( )

Public ( ) High School Attended: \_\_\_\_\_ Year Graduated \_\_\_\_\_

GED ( ) Home Schooled ( ) Date Received: \_\_\_\_\_

Student will attend College/University: \_\_\_\_\_ Fall ( ) W ( ) SP ( ) SU ( ) Year \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Status: FR ( ) SP ( ) JR ( ) SR ( ) Graduate ( ) Major Course of Study \_\_\_\_\_

I attended another college/ training program? Yes \_\_\_ No \_\_\_ If yes, Where? \_\_\_\_\_ When? \_\_\_\_\_ Major \_\_\_\_\_  
 Students must do a transcript evaluation if they attended another training program, college or university.

I have been funded by the Tribal Education Department? Yes \_\_\_ No \_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_ Major \_\_\_\_\_

**DEPENDENTS WHO WILL BE LIVING WITH APPLICANT AT SCHOOL**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth Date \_\_\_\_\_

**STATEMENT REGARDING DISCLOSURE OF PERSONAL INFORMATION**

Disclosure by you of your social security number, transcript or school grades, medical records, income information, veteran status, arrest record, debt, disability evaluations and other information which may have a bearing on your application for schooling is voluntary. Failure to provide requested material may result in a delay or denial in receiving education assistance. The authority which authorizes collection of information is: CFR 25, 34.2 USC 13 and 309 831 AM 4. The information will be used to determine eligibility for services. It will be used by the Tribal Education Department and counselors to evaluate your request and assist you before and during your educational program. After completion of college, parts or all of the information in your application will be provided to employers who are considering you for employment. The application will be used in a routine manner by counselors working with you who need background information and by those people involved in financial control that need budgeting information contained in the application.

I AUTHORIZE THE USE OF INFORMATION AS STATED ABOVE:

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_



STATEMENT OF PRIVACY

The Privacy Act of 1974 requires each federal agency that maintains a system of information on individuals to inform those individuals as to:

- A. The authority whether granted by statute, or by executive order of the President which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary;
- B. The principal purpose or purposes for which the information is intended to be used;
- C. The routine uses which may be made of the information, as published pursuant to Paragraph (4) (D) of this subsection and
- D. The effects on him/her, if any, of not providing all or any part of the requested information.

The Northern Cheyenne Tribal Education Department Higher Education and Job Placement and Training Program operates under the general authority of 24 USC Chapter 13, 42 Stat. 208 P.L. 67-85 with specific legislation contained in 25 USC, Subchapter E, part 32 Administration of Education Loans, Grants and Other Assistance for Higher Education. In Accordance with the accountability required for administration of the funds appropriated for the program and in order to provide services to recipients and to declare eligibility, certain information is required of applicants. This form solicits the required information. Use of personal data will be available to authorized sources upon request. The applicant should understand that the intent of collecting and maintaining this data on individuals is for determining eligibility of the applicant and to provide the means for producing certain statistical records required of this office. Failure on the part of the applicant to provide the requested information will preclude the applicant from eligibility in obtaining higher education or vocational training scholarships under this program.

I have read the statement or privacy listed with the application form. I hereby provide the required information and authorize the use of such information to the extent of the uses specified in this statement.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

RELEASE FORM FOR STUDENT

I \_\_\_\_\_ GIVE MY PERMISSION  
(Student Signature)

FOR INFORMATION TO BE RELEASED TO THE NORTHERN CHEYENNE TRIBAL EDUCATION  
DEPARTMENT AT LAME DEER, MT.

RELEASE FORM

I \_\_\_\_\_ GIVE MY PERMISSION  
(Print Name)

FOR MY PARENTS/GRANDPARENTS \_\_\_\_\_ TO ACCESS  
INFORMATION FROM MY TRIBAL EDUCATION STUDENT FILES.

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_  
(Student Signature)

RELEASE FORM

I \_\_\_\_\_ GIVE MY PERMISSION  
(PRINT NAME)

FOR MY PARENTS/GRANDPARENTS \_\_\_\_\_ TO ACCESS  
INFORMATION FROM MY TRIBAL EDUCATION STUDENT FILES.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
(Student Signature)

5/12/20

**HIGHER EDUCATION GUIDELINES**

**STUDENT  
ACKNOWLEDGEMENT**

**THE HIGHER EDUCATION GUIDELINES ARE VERY IMPORTANT TO YOUR SUCCESS IN COMPLETING YOUR DEGREE. IT IS VERY IMPORTANT THAT YOU READ AND UNDERSTAND THE GUIDELINES TO ASSURE YOU STAY IN COMPLIANCE WITH THE HIGHER EDUCATION SCHOLARSHIP PROGRAM. THE GUIDELINES WILL ASSIST YOU THROUGHOUT YOUR EDUCATIONAL PROCESS.**

**NO FUNDING WILL BE PROVIDED UNLESS THIS DOCUMENT IS SIGNED AND RETURNED TO THE TRIBAL EDUCATION DEPARTMENT AS SOON AS POSSIBLE.**

**I HAVE RECEIVED AND READ THE HIGHER EDUCATION GUIDELINES. I UNDERSTAND MY RESPONSIBILITIES AND AGREE TO ABIDE BY THESE GUIDELINES .**

**SIGNED: \_\_\_\_\_**

**DATE: \_\_\_\_\_**